Instructor Assistant Request Form User Guide

Faculty and staff can utilize the Instructor Assistant Request form to request to assign instructional roles of Course Assistant, Course Assistant II, Course Coordinator, Course Coordinator II, Grader, Grader II, and Teaching Assistant for those who are serving a faculty-supporting role. These assignments will feed from the central student information system to ancillary systems such as Brightspace, YES, and the Course and Teaching Evaluation system. ***Anyone serving as Instructor of Record should continue to be assigned through the Campus Planning Interface.***

Per accreditation standards, undergraduate students may not be assigned as Teaching Assistants. Undergraduate students who need to be evaluated should be assigned as Course Assistant II, Course Coordinator II, or Grader II.

If you have any questions, please contact academicscheduling@vanderbilt.edu..

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Navigating to Instructor Assistant Request Form

1. Open the Instructor Assistant Workflow at
   https://vanderbilt.kualibuild.com/app/builder/app/64e62a49e776e4011019bdd0/run.

2. The Instructor Assistant Workflow form will open. Please note the roles defined at the top of the form. It is essential that the correct role be assigned in order for the instructor assistant to have the appropriate access.

3. The requestor's information will auto-populate.

Requestor Information	
First Name	**Last Name**
Email Address	**VUnetID**
@vanderbilt.edu	

Completing the Form

1. Select the term in which the class is being offered.

Course Information

Term *

Fall 2023
Spring 2024
Summer 2024
Fall 2024
Spring 2025

2. Enter the subject, course number, and section number.

Subject *	Course Number *	Section Number *

3. Enter the requested information for the instructor assistants to be assigned, selecting Classification and Role from the drop-down menus.

Instructor Assistants to be Assigned

Instructor Assistants to be assigned

First Name *	Last Name *	VUnetID *	Classification *	Role *	
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4. If you need to add additional instructor assistants, click + Add Another Row. Continue to enter the requested information and click + Add Another Row until all instructor assistants have been requested.

5. Click Submit.

Workflow

Requests for Instructor Assistants will route to the Academic Scheduling team in the Office of the University Registrar. Requests will be processed as quickly as possible, but please allow for necessary time to process the assignment (generally 24-48 hours) and have it feed into the ancillary systems (this can be up to 24 hours for Brightspace access).

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.

From: no-reply@mail.kualibuild.com

To: [redacted]@vanderbilt.edu

Subject: An item has been sent back to you

VANDERBILT UNIVERSITY

Hello [redacted]

An item has been sent back to you in the following app:

Teaching Assistant Request

View Item

This email was automatically generated.

Notifications

Requestors will receive notification once the request has been processed in the student information system. Please allow up to 24 hours for assignments to feed to Brightspace.

Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.